



# CITY OF HOUSTON

## Job Posting

DNO	
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> SENIOR DISPATCHER
3	<b>Posting Number</b> PN# 107147
4	<b>Department</b> PARKS AND RECREATION
5	<b>Division</b> URBAN PARK RANGER
6	<b>Section</b> DISPATCH
7	<b>Reporting Location</b> 2999 SO. WAYSIDE*
8	<b>Workdays &amp; Hours</b> All Shifts, days, and holidays
*Subject to change	
9	<b><u>DESCRIPTION OF DUTIES</u></b> This individual will answer telephones, direct calls, and assist citizens with complaints. Input 311 Service Requests and documents and /or work orders to respective sections. Maintain radio contact with field personnel to monitor activities, job status, and locations. Receive, sort, and distribute work orders and service request to the department sections. Maintain logs, records, and files as indicated by section supervisors. Coordinate the delivery of support materials, information, and personnel from other departments. Make general broadcasts to alert additional field personnel to stand by for assistance if necessary. Interpret and follow oral and written messages and instructions; use maps and directories to locate and identify field sites.
10	<b><u>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</u></b> This position is physically comfortable most of the time with occasional periods of stooping, bending, and/or light lifting up to 10 pounds. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions.
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Basic knowledge of grammar, spelling, punctuation, and simple mathematical functions like percentages and ratios that may be acquired through attainment of a high school diploma or GED.
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> One year of experience as a dispatcher or work in a clerical/telephone operation is required.
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b> None
14	<b><u>PREFERENCES</u></b> Preference will be given to applicants with a Texas Driver's license and can operate a PC, printer, fax machine, and copier.
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None
16	<b><u>SAFETY IMPACT POSITION</u></b> Yes If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 12</div> <div>\$789 - \$1055 Biweekly    \$20, 514 - \$27, 430 Annually</div>
18	<b><u>OPENING DATE</u></b> October 19, 2005
19	<b><u>CLOSING DATE</u></b> October 25, 2005
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker 1 <sup>st</sup> . floor. Successful candidates will be notified of their application status. . <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9471.</b>
An equal opportunity employer	